

Michelle D. Dartis
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OBJECTIVE: A rewarding and challenging position in the field of librarianship.

EDUCATION:

December, 2010 (Projected graduation date)	Master's Degree, Library Science Indiana University, Indianapolis, IN
May, 2004	Baccalaureate Degree, Social Work Case Management certification Indiana University, Indianapolis, IN
April, 1996	Associate Degree, Human Services Technology, Ivy Tech Community College, Indianapolis, IN

AWARDS

- Indiana Librarians Leading in Diversity fellowship program
- Spectrum Institute REACH 21 Scholarship Initiative

PROFESSIONAL EXPERIENCE:

10/2007-12/2008	
Qualified Mental Retardation Professional	Help At Home, Inc. Indianapolis, IN

- Ensured and monitored the implementation of individualized supports plans
- Interviewed, hired, and trained employees
- Performed evaluations, revision and monitoring of clients' active treatment plans
- Investigated and provided plan of correction for all incidents
- Conducted and documented periodic home visits
- Monitored and implemented facility policies and procedures
- Ensured implementation of Indiana state standards
- Maintained client records and employee personnel files

6/2004-6/2007
Program Director

Indiana Mentor
Indianapolis, IN

- Trained and supervised direct care staff
- Attended psychiatric appointments with clients
- Coordinated and facilitated person-centered meetings
- Developed and implemented programs that promoted clients' independence
- Coordinated and facilitated individual support plan meetings
- Planned and facilitated monthly mandatory meetings
- Devised and implemented programs and data collection systems
- Monitored all client personal and financial records
- Acted as a liaison for behavior consultants, families, guardians and physicians
- Coordinated and provided information for Human Rights Committee meetings
- Completed new admission forms
- Observed and documented day programs and workshops

1/2001- 8/2003
Center
Service Coordinator

Easter Seals Crossroads Rehabilitation
Center
Indianapolis, IN

- Coordinated the Indiana First Steps (early intervention) program
- Conducted home visits
- Maintained legal documentation and client records
- Facilitated individualized family service plan and transition meetings
- Linked families to community resources
- Observed and documented therapy sessions

1996-1997
Case Management Associate

Adult & Child Mental Health Center
Franklin, IN

- Answered and fielded telephone calls
- Acted as a liaison on behalf of consumers and their families
- Participated in interdisciplinary meetings
- Prepared client treatment plans
- Conducted and documented home visits
- Attended psychiatric and medical appointments

2002-present

Library volunteer
Indianapolis Marion County Public Libraries, Flanner House

- Reshelf books and magazines
- Organize and stock DVD's and CD's
- Shred documents
- Alphabetize and shelve loan materials

2002-present (Continued)

- Assist patrons with basic questions and directions

Gospel choir coordinator

Jesus Metropolitan Community Church (JMCC), Indianapolis, IN

- Act as point-of-contact for the JMCC Gospel Choir
- Coordinate choir rehearsals and singing opportunities
- Write periodic articles on various topics
- Organize activities and performances related to the gospel choir

Contributing Writer

The Indianapolis Star, Indianapolis, IN

IN Touch On-line Blog

- Researched, prepared and wrote articles on various local and national topics and news

Newsletter Editor

Indiana University-Purdue University, Bachelor of Social Work Student Association

Indianapolis, IN

- Designed and created bi-monthly newsletters
- Participated in student association meetings
- Assisted with the coordination of activities and events

PROFESSIONAL MEMBERSHIPS

- American Library Association (ALA)
- BCALA (Black Caucus of the American Library Association)
- Association of College and Research Libraries (ACRL)
- Black Librarian Nation
- Gay, Lesbian, Bisexual & Transgendered Round Table (GLBT-RT)
- Indiana Black Librarians Network (IBLN)
- Indiana Library Federation (ILF)
- National Association of Black Social Workers, Central Indiana Chapter
- Association of Library and Information Science Students, IUPUI (ALISS)